

**BISHOP CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECT**

**RESPONSES ARE DUE:  
JUNE 18, 2018  
2:00 P.M.**

**Bishop Consolidated Independent School District  
Attn: Manuel Tamez, Director of Finance  
719 E. Sixth Street  
Bishop, Texas 78343**

## **Bishop Consolidated Independent School District**

### **Request for Qualifications**

#### **Architect**

**June 18, 2018**

#### General Request for Qualifications (RFQ):

The Bishop Consolidated Independent School District is seeking an Architect to provide design and construction administration services on its May 2018 Bond Issue projects as assigned by the Board of Trustees. Services may include serving as Owner's Independent Representative for Design-Build projects pursuant to Texas Government Code Section 2269.305.

#### Intent of Request for Qualifications:

The Board of Trustees of the Bishop Consolidated Independent School District is seeking to renovate district facilities and build a new baseball/softball complex. Therefore, it is the intent of the Board to obtain information in the request for qualifications that addresses these options.

#### General Qualifications

The Architect should have expertise and extensive experience in developing plans for Texas School Districts or other public facilities with similar regulatory and legal requirements. The Architect need not have a local office. However, the Architect should have experience and knowledge of local construction practices, procedures, regulations, soil and environmental conditions.

At a minimum the response to the RFQ must contain the following:

1. Name of architect and firm
2. Business address
3. Contact individual, telephone and e-mail address
4. Type of organization (i.e. partnership, corporation, etc.)
5. General statement of qualifications
6. History of firm and principals including
  - Years in business—if less than five years, previous experience of principals is critical
  - Years in business under present name
  - The former names, if any, your organization has operated under
  - Experience of business principals
7. Key personnel proposed to be assigned to project
8. Registrations, licenses, and certifications
9. General experience and experience related to school district planning and construction - include a list and brief description of all major projects performed in the last five years
10. Experience related to design of Texas school buildings. Include a list and brief description of all major Texas school projects performed in the last five years. If the Architect is not a firm with a local office, indicate the means by which it acquired experience in the Bishop area and knowledge of local construction practices, procedures, regulations, soil and environmental conditions. Also indicate the means by which a non-local architectural firm will communicate and collaborate with the District and community in the design of the building given the distance from the architect's office to the District.

11. State whether an officer or principal of your organization has been an officer or principal of another organization in the past five years when it failed to complete a project. If yes, provide details.
12. List the major projects your organization has in progress, giving the name and location of the project, owner, contract amount, percentage complete, and scheduled completion date.
13. List and explain claims and litigation involving the firm in the last 5 years including arbitration proceedings, including:
  - Whether your organization has ever failed to complete any work awarded to it
  - If there are any judgments, claims, arbitration proceedings, or suits outstanding against your organization or its officers?
  - If your organization has filed any lawsuits or requested arbitration with regard to projects within the last 5 years
14. Provide statement regarding the ability of the firm to provide the following:
  - Insurance certificates
  - Audited financial statements
15. Fill out and submit the most recent copy of the Conflict of Interest Form CIQ promulgated by the Texas Ethics Commission
16. Fill out Felony Conviction Notification, included as Attachment A
17. Provide business references
18. List any professional services provided by your organization (architectural planning, design, construction administration, engineering, mechanical engineering, electrical engineering, structural engineering, interior design, civil engineering, etc.)

Interested firms are encouraged to submit their qualifications as soon as possible but in no case later than the due date.

#### Qualification Based Selection Process:

Professional services will be procured in accordance with Chapter 2254 of the Government Code, Title 10, Subchapter A, Professional Services. Selection of the most highly qualified Respondent will be made on the basis of demonstrated competence and qualifications as determined by the Board of Trustees of the Bishop Consolidated Independent School District based upon the Qualifications submitted in response to this RFQ.

#### **SCOPE OF SERVICES:**

The Architect will be expected to recommend additional elements to be addressed in the Project master plan.

#### In General

As part of the planning process the Architect in coordination with the District staff and the project management firm (if one is selected) shall:

1. Achieve objectives of the District
2. Develop alternatives in the design if necessary

3. Evaluate constructability
4. Foster a high level of quality in design
5. Assist in the resolution of issues during the construction administration phase
6. Identify critical design issues related to the site and to the campus mission
7. Provide ongoing cost estimating
8. Provide full architectural services for the design of building and renovation projects and the general area of the building and renovation projects.
9. If Design-Build method is selected for Baseball Softball field serve as Owner's Independent Representative.

A more detailed scope of work for the design of the building will be developed as the design process progresses.

#### Construction Phase

The details of the construction phase services of the planning firm will be determined as the planning process progresses.

#### **SELECTION PROCESS:**

Firms are requested to submit their qualifications outlining their background and experience in campus planning and building design. Standard evaluation methods for professional services will be used for our selection process. The Review Committee, consisting of Bishop CISD Administrators and Staff will evaluate all proposals and narrow the group down to three Architects. The selected finalist will be invited to participate in interviews and formal proposals to the Board of Trustees at a Special School Board Meeting held on June 20, 2018 at 6:15 PM. The Board of Trustees will make a selection at that meeting.

#### **SCHEDULE:**

Requests for Qualifications are due no later than June 18, 2018 at 2:00 p.m.  
Finalist will be invited to participate in interviews and formal proposals at the Special School Board Meeting June 20, 2018 at 6:15 PM.  
The Board of Trustees will make a selection at that meeting.

#### **SUBMITTAL:**

Submit 7 copies of the RFQ to the following:

**Bishop Consolidated Independent School District**  
**Attn: Manuel Tamez, Director of Finance**  
**719 E. Sixth Street**  
**Bishop, Texas 78343**

## TERMS AND CONDITIONS CERTIFICATION

Issuance of this RFQ does not commit the District to award any Architect or pay any costs incurred in the preparation of a response to this request.

The District may ask respondents to send a representative for an oral interview prior to a formal selection. The District will not be liable for any costs incurred by the proposer in connection with such an interview.

The District reserves the right to waive any formality related hereto.

By submitting a response to this RFQ, each respondent agrees to waive any and all claims it has or may have against the school district and its trustees, employees and officers, including, but not limited to, those arising out of or in connection with the administration, evaluation, or recommendation of any response to this RFQ; waiver of any requirements under this RFQ, or the Contract Documents; acceptance or rejection of any response; and award of a contract.

By my signature below, I warrant that I am authorized to sign on behalf of my organization, and that I have read, understand, and agree with all the terms of this Request for Qualifications.

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**ATTACHMENT A**  
**FELONY CONVICTION NOTIFICATION**

Texas Education Code Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION  
PLEASE COMPLETE THE INFORMATION BELOW

I, undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR’S NAME: \_\_\_\_\_

AUTHORIZED COMPANY OFFICIAL’S NAME (PRINTED):  
\_\_\_\_\_

- A. My firm is publicly-held corporation, therefore, this reporting requirement is not applicable.

Signature of Company Official: \_\_\_\_\_

- B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: \_\_\_\_\_

- C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): \_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

Signature of Company Official: \_\_\_\_\_

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## CONFLICT OF INTEREST QUESTIONNAIRE

### For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.